

Subject: Re: EFT/ACH transfer
From: Tara Devine <tara@venicebeachbid.com>
Date: 09/20/2017 06:29 PM
To: Rita Moreno <rita.moreno@lacity.org>
CC: Steve Heumann <steve@venicebeachbid.com>, Mark Sokol <mark@venicebeachbid.com>

Thank you, Rita, for identifying that. I have very complete files, but couldn't locate a vendor #. If you email it to me when you identify it, I'll add it to my files so I have it for the future -- in case it's needed again.

The first attachment is the executed form. I am authorized to execute this form on behalf of VBPOA. Our Board President, Mark Sokol, and Treasurer, Steve Heumann, are cc'd here as you suggested.

The second attachment is from our bank. They asked me to furnish it to anyone who is ever doing an ACH transfer to us. It's mostly duplicative to the City form, but kindly attach it to the form as it does contain a little extra information that might be important (please see the highlighted line.)

Thank you very much. Please let me know if you need anything else to process this.

On Wed, Sep 20, 2017 at 5:16 PM, Rita Moreno <rita.moreno@lacity.org> wrote:
I'm not sure what your City of L.A. vendor number is, but attached is the W-9 and BTRC you submitted. Leave the L.A. vendor number blank and I'll figure it out.

On Wed, Sep 20, 2017 at 3:55 PM, Tara Devine <tara@venicebeachbid.com> wrote:

Thank you. I will send it shortly as you requested.
I've combed our docs, but am having trouble locating our vendor #. (I have our contract # but I doubt it is the same.)
If you provide it, I will add it to our files.

On Wed, Sep 20, 2017 at 1:43 PM, Rita Moreno <rita.moreno@lacity.org> wrote:

Hi Tara,

If you want to sign for the BID, after completing the form, please send it to me electronically letting me know that the original hard copy will be sent via USPS or dropped off or whatever and together with a voided check, and copy the president / chair of the board and the treasurer.

I will keep the email as proof of authority to set up the EFT.

Thanks.

Rita

On Tue, Sep 19, 2017 at 5:21 PM, Tara Devine
<tara@venicebeachbid.com> wrote:

Thanks!

On Sep 19, 2017 5:20 PM, "Rita Moreno" <rita.moreno@lacity.org>
wrote:

I think it might have to be the authorized signatories as stipulated in
the contract. I'll confirm with Accounting tomorrow.

On Tue, Sep 19, 2017 at 5:17 PM, Tara Devine
<tara@venicebeachbid.com> wrote:

I am also authorized to do this from our bank's perspective if that is
relevant.

On Sep 19, 2017 5:16 PM, "Tara Devine"
<tara@venicebeachbid.com> wrote:

Thanks - one question.

The form says authorized principal signature. I am authorized
from the Board's POV as their official Interim CEO.

Am I authorized from the City's perspective or does it require
Board execution?

On Sep 19, 2017 4:14 PM, "Rita Moreno"
<rita.moreno@lacity.org> wrote:

Hi Tara,

Attached is the form you need to complete and return with a
voided check. See the instructions included therein.

Rita

On Fri, Sep 15, 2017 at 4:58 PM, Tara Devine
<tara@venicebeachbid.com> wrote:

Hi, Rita:

I wanted to loop back with you and get the paperwork to set
things up so that future Venice Beach BID assessment
revenue can be received via EFT transfer rather than check.

Please send me the form(s) and any instructions when you

have a chance.

Thanks, and have a great weekend!

Warmest regards,
Tara

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Rita Moreno
City of Los Angeles
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Neighborhood and Business Improvement District Division
[200 N. Spring Street, 2nd Floor #237](#)
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—Attachments:—

ACH Payment Request Form - SIGNED.pdf	114 KB
Incoming ACH Domestic Wire Instructions 6.2.pdf	117 KB